



MILWAUKEE CITY SERVICE COMMISSION
 TRAINING AND EXPERIENCE QUESTIONNAIRE FOR
 FOOD SERVICE MANAGER TRAINEE
 (Milwaukee Public Schools)

NAME _____

MAILING ADDRESS _____

DAY PHONE NUMBER (_____) _____

EVENING PHONE NUMBER (_____) _____

Best time to reach by phone: _____ (AM/PM)

WE URGE YOU TO MAKE COPIES OF ALL APPLICATION MATERIALS YOU SUBMIT

MAIL TO: City of Milwaukee
 Room 706 - City Hall, 200 East Wells Street
 Milwaukee, WI 53202-3554

IMPORTANT: The job application and/or a resume are not a substitute for this questionnaire. The questionnaire constitutes an important part of the selection process. The information provided is subject to verification with your employers and will be used to select the most qualified candidate. Credit will not be given for incomplete or incorrect information and will constitute justification for disqualification from consideration for this position or removal from a City position. Please use black ink (required for duplication purposes.)

READ CAREFULLY BEFORE SIGNING: The answers to the questions on the attached pages are true and complete to the best of my knowledge. I understand that falsification of this form may result in disqualification or removal from a City position.

YOU MUST SIGN AND DATE THIS FORM.

SIGNATURE _____ DATE _____

I. TRAINING

Do you hold an Associate Degree in Applied Science in Restaurant and Hotel Cookery?

Yes _____ No

If YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Degree Title _____

Date Received _____

School Name and Address _____

*NOTE: If you hold an Associate Degree in Restaurant and Hotel Cookery and wish to substitute the degree for the required experience, a transcript of your coursework is necessary. The transcript must be received by the City of Milwaukee Department of Employee Relations, Room 706, 200 East Wells Street, Milwaukee, WI 53202-3554, by the application deadline date. Transcripts will not be accepted after that date.

II. EXPERIENCE

To be completed by all applicants. On the following pages, list any experience which relates to the position of Food Service Manager Trainee. Begin with the most recent job and work back. Please be as specific as possible. Complete a new entry for each change of employer or job title. Attach additional pages if you need more space.

A. Present or most recent employer _____

Address _____

City and State _____

Your title _____

Dates worked: From _____ To _____
Mo./Yr. Mo./Yr.

How many hours per week do you work?

If you directly supervise any personnel, give job titles and number of employees:

_____	_____
Job Title	Number
_____	_____
Job Title	Number
_____	_____
Job Title	Number

How many people do you serve at each meal?

Breakfast _____ Lunch _____ Dinner _____

How many times per day do you serve each meal?

Breakfast _____ Lunch _____ Dinner _____

Please describe your major duties:

How many hours per week do you spend in:

Preparing foods for cooking _____ Kitchen Sanitation (cleaning) _____

Cooking _____ Recordkeeping _____ Food Service _____

What food items do you cook or prepare? (Check items which apply)

_____ Main courses (meat, poultry, fish) _____ cooked vegetables

_____ Salads (tossed) _____ bread, rolls, etc.

_____ Salads (coleslaw, potato, etc.) _____ sandwiches

_____ Soups _____ breakfast foods

_____ Other, please specify _____

Please list the large-scale kitchen equipment which you use:

B. Present or most recent employer _____

Address _____

City and State _____

Your title _____

Dates worked: From _____ To _____
Mo./Yr. Mo./Yr.

How many hours per week do you work?

If you directly supervise any personnel, give job titles and number of employees:

Job Title	Number
_____	_____
_____	_____

Job Title	Number
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How many people do you serve at each meal?

Breakfast _____ Lunch _____ Dinner _____

How many times per day do you serve each meal?

Breakfast _____ Lunch _____ Dinner _____

Please describe your major duties:

How many hours per week do you spend in:

Preparing foods for cooking _____ Kitchen Sanitation (cleaning) _____

Cooking _____ Recordkeeping _____ Food Service _____

What food items do you cook or prepare? (Check items which apply)

_____ Main courses (meat, poultry, fish) _____ cooked vegetables

_____ Salads (tossed) _____ bread, rolls, etc.

_____ Salads (coleslaw, potato, etc.) _____ sandwiches

_____ Soups _____ breakfast foods

_____ Other, please specify _____

Please list the large-scale kitchen equipment which you use:

C. Present or most recent employer _____

Address _____

City and State _____

Your title _____

Dates worked: From _____ To _____
Mo./Yr. Mo./Yr.

How many hours per week do you work?

If you directly supervise any personnel, give job titles and number of employees:

Job Title	Number
Job Title	Number
Job Title	Number

How many people do you serve at each meal?

Breakfast _____ Lunch _____ Dinner _____

How many times per day do you serve each meal?

Breakfast _____ Lunch _____ Dinner _____

Please describe your major duties:

How many hours per week do you spend in:

Preparing foods for cooking _____ Kitchen Sanitation (cleaning) _____

Cooking _____ Recordkeeping _____ Food Service _____

What food items do you cook or prepare? (Check items which apply)

_____ Main courses (meat, poultry, fish) _____ cooked vegetables

_____ Salads (tossed) _____ bread, rolls, etc.

_____ Salads (coleslaw, potato, etc.) _____ sandwiches

_____ Soups _____ breakfast foods

_____ Other, please specify _____

Please list the large-scale kitchen equipment which you use:

III. Other

Briefly describe any other training and/or experience you have had which would qualify you for this position--if you have not provided the information elsewhere on this form.
